

**REPORT OF APPLICATION FOR EMPLOYMENT**

**PART I - INSTRUCTIONS TO APPLICANTS:** PLEASE COMPLETE ITEMS 1 THROUGH 3, BELOW, AND ATTACH THIS FORM TO THE APPLICATION REQUESTED IN THE VACANCY ANNOUNCEMENT, AS A RESULT OF COMPLETING THIS FORM, YOU WILL BE NOTIFIED OF THE RECEIPT OF YOUR APPLICATION (PART II) AND OF THE FINAL ACTION TAKEN CONCERNING THE VACANCY (PART III).

**PLEASE PRINT CLEARLY WITH BALLPOINT PEN OR TYPE:**

1. FULL NAME AND COMPLETE ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. POSITION APPLIED FOR

3. ANNOUNCEMENT NUMBER

**PART II - ACKNOWLEDGEMENT OF RECEIPT OF APPLICATION**

This is to acknowledge receipt of your application/resume for the position indicated in Part I, above.

Your application/resume was reviewed for consideration and it was determined that you meet the qualification requirements. You will be informed of the outcome of this promotion action after it has been completed.

We cannot give you further consideration for this position because:

- You do not meet the general and/or specialized experience requirements noted in the vacancy announcement.
- You do not have Civil Service status and recruitment was limited to status candidates only.
- You are outside the area of consideration as stated in the vacancy announcement.
- You did not submit a current Notice of Results from the Office of Personnel Management.
- You did not submit an SF-50 or DD-214 as required by the vacancy announcement.
- Your application/resume shows that you do not meet time-in-grade requirements.
- Your application/resume was incomplete and we are unable to determine your qualifications.
- Your application/resume was received after the announced closing date.
- Your VRA eligibility has expired.
- Other: \_\_\_\_\_

\_\_\_\_\_  
Personnel Staffing Specialist

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**PART III - NOTICE OF SELECTION**

This is in further reference to your application for the above position. Selection for the position has been made, and we regret to inform you that you were not selected for the position. It should be noted that:

- You were placed in the "best qualified" group and referred to the selecting official for consideration, but not selected.
- You were qualified, but a promotion panel rated others higher, and your name was not referred for consideration.
- Vacancy was canceled.
- Other: \_\_\_\_\_

Your interest in employment at the U.S. Government Printing Office is appreciated.

\_\_\_\_\_  
Personnel Staffing Specialist

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date